



Saluting Branches Day of Service Agenda

6:30 – 7:30 a.m.: Registration:

Check in all pre-registered participants on registration list

Unregistered participants register and sign waiver via website, add registrant to sign in list by hand

7:30 am: Opening Ceremonies

- Introduction of all pertinent people (Cemetery Director and/or Foreman/Gardner, District Agronomist, Rainbow Site Leader and Assistant, any dignitaries and/or sponsors, etc.)
- Why We Are Here: Read statement of purpose about the Saluting Branches Day of Service (*Rainbow to provide*)
- Cemetery Director Welcome (varies by site)
- Dignitary Speech (as applicable)
- Moment of Silence in honor of those who have served our country (one minute)

8:00 am: Announcements/ Pre-job brief

Announcements:

- Where and what time lunch will be eaten
- There will be a rope giveaway (drawing) at end of day
- What media and photography events will be happening during the day
- Where internments will be taking place (avoid these areas)
- Code of conduct
- Sponsor Thank You

Morning job brief:

- Safety Brief (*Rainbow to provide*)
- Pre-job inspection (TCIA – work area hazards)
- Layout of work plan:
 - Map of who goes where (Google Map)
 - If breaking into groups, ID a manager for each work group

8:30 am: All volunteers move to their work areas

11:30 am: Lunch break (details to follow)

Group Picture

Please Distribute Surveys for completion

2:30 - 3:00 pm: Conclude Day of Service

Rope and door prize giveaway

Thank all attendees